

Chapter 4

Updating and Viewing Local National Employee Records

Chapter Overview

Introduction This chapter explains the process for updating and viewing Local National (LN) employee records without using an RPA, i.e., training, education, appraisals, etc. Most countries use the Descriptive Data Fields (DDFs) illustrated. Germany LN DDFs are used as examples. Unique DDFs used by other specified countries are also illustrated.

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See Also



Module 1, Fundamentals of the Modern DCPDS
 Chapter 5, Updating and Viewing Employee Records
 Module 4, Staffing Using the Modern DCPDS
 Chapter 5, Changing Employee Records
 Module 5, Workforce Relations Using the Modern DCPDS
 Chapter 2, Performance Appraisal Information
 Chapter 3, Award Information
 Module 6, Administering Pay, Benefits, and Entitlements (PB&E) Using the Modern DCPDS
 Module 7, Employee, Training and Development Using the Modern DCPDS
 Chapter 4, Training Completions and Evaluations
 Section: Recording Completed Training in HR

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Chapter Overview, Continued

Before You Begin

The **People** Window is used to update LN employee information when an LN RPA/NPA is **not required**. Taskflow Buttons used are;

- **Assignment** (Links the Person record with the Position record for viewing purposes only)
 - **Extra Information** (Contains single occurrence data)
 - **Special Info (SITs)** (Allows for multiple occurrences of data)
 - **Others** (Additional pay data - used only by **Cuba** – There is no payroll interface for other LN employees.)
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Updating LN Records

Accessing the People Window

This window is used to update an employee's record with data that does not require an NPA; e.g., appraisals, non-monetary awards, training, etc.

Step	Action
1	On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The People Window displays with the Find Person Window displayed on top.
2	Query for the employee by their name, Sequence Number, Applicant Number, or SSAN. The People Window displays with the employee data populated and five Taskflow Buttons. <ul style="list-style-type: none"> • Address • Assignment • Extra Information • Special Info • Others... • Validate (not used by DoD)

The screenshot shows the 'People' window with the following data populated:

- Name:** Last (redacted), First: Mirco, Title, Prefix, Suffix, Middle (all empty).
- Gender:** Male
- Type:** Employee
- Hire Date:** 04-FEB-1987
- Identification:** Social Security (redacted), Employee (checked), Applicant (unchecked).
- Personal Information:** Birth Date: 27-SEP-1964, Nationality, Work Telephone, Mail To, Date Last Verified (all empty), Age: 36, Status, Email (all empty), Has Disability (unchecked).
- Effective Dates:** From: 04-FEB-1987, To (empty).


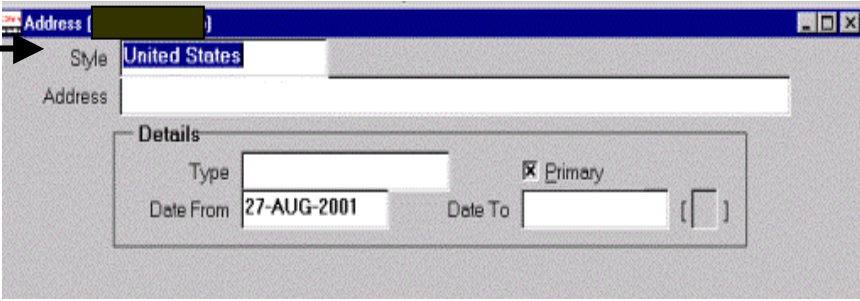

At the bottom, there are five taskflow buttons: **Address**, **Assignment**, **Extra Information**, **Special Info**, and **Others...**. An arrow points to the **Address** button.

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Updating LN Records, Continued

Updating an LN Employee's Address

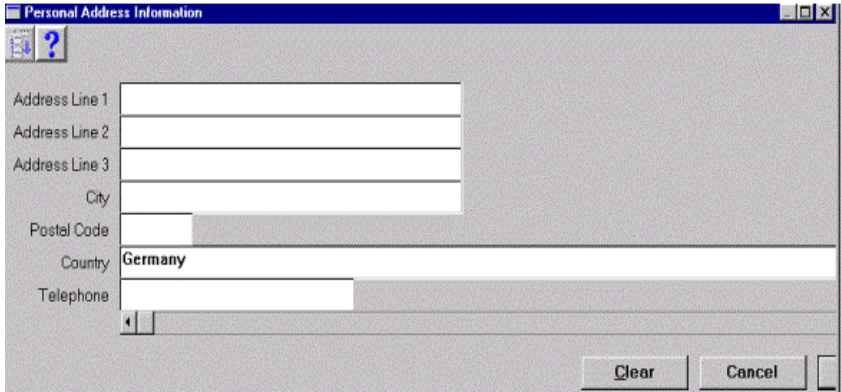
The **Address** Window is used by those countries that maintain LN address information. The address is not updated by payroll as for Appropriated Fund records.

Step	Action
1	On the People Window, always determine if you need to change the current date. If the effective date of the change is not the current date, click Alter Effective Date  on the Toolbar and input the correct date.
2	To update the employee's address, click < Address >. The Address Window displays. Click in the Style data field. 
3	Click the LOV and select the Country for the address.  Click < OK >.

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Updating LN Records, Continued

Updating an LN Employee's Address (continued)

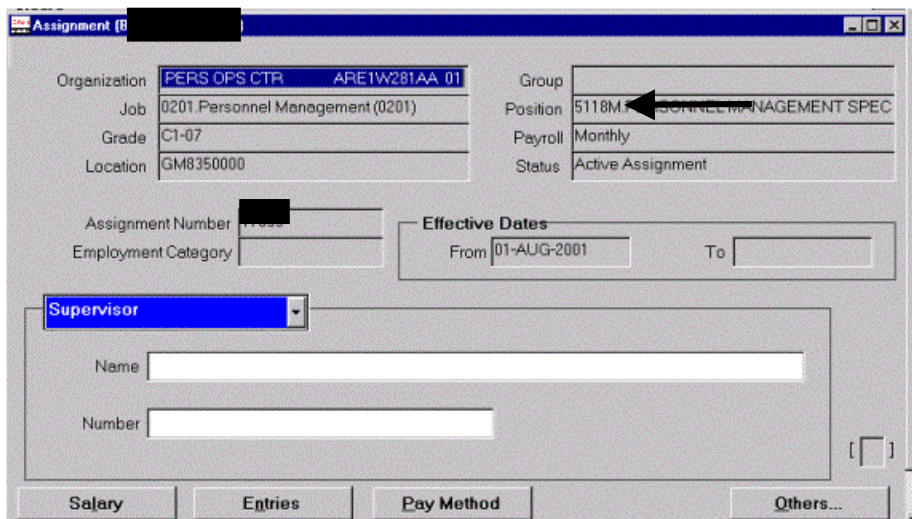
Step	Action
4	<p>The Personal Address Information Window displays. Enter the address information.</p> 
5	Click <OK> and then Save . The People Window displays.
6	<p>Exit the window.</p> <p>Note: If you changed the date using the Alter Effective Date, you must reset the date to the current date.</p>

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Updating LN Records, Continued

Viewing Assignment Information

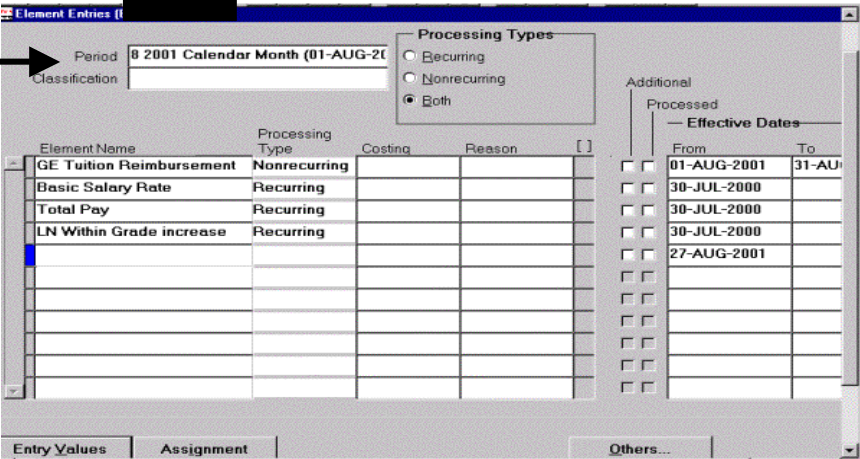
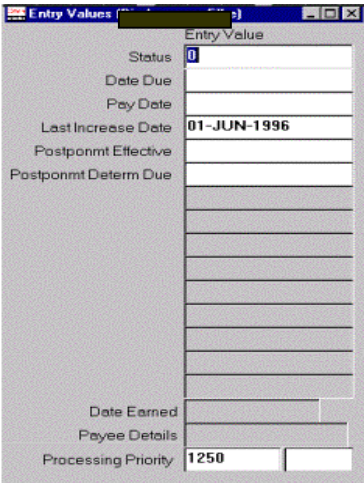
The **Assignment** Window identifies the employee's position data and position number. You can use this number to retrieve the **Position** Window to view and update other position data. A simple method is to highlight the entire **Position** data field, copy it (**Ctrl C** or **Edit – Copy** from the Main Menu Bar), then paste the number into the blank **Position** Window to execute a query.

Step	Action
1	<p>On the People Window, click <Assignment>. The Assignment Window displays showing position data. There are four Taskflow Buttons on this window. DoD uses two of the Taskflow Buttons.</p> <ul style="list-style-type: none"> • <Entries> • <Others...> <p>Note: <Salary> and <Pay Method> are not used by DoD. Also, the <i>Supervisor Region</i> is not used by DoD.</p>  <p>The screenshot shows the 'Assignment (8)' window. It contains fields for Organization (PERS OPS CTR ARE1W281AA 01), Job (0201 Personnel Management (0201)), Grade (C1-07), Location (GM8350000), Group, Position (5118M PERSONNEL MANAGEMENT SPEC), Payroll (Monthly), and Status (Active Assignment). Below these are fields for Assignment Number, Employment Category, and Effective Dates (From 01-AUG-2001). At the bottom, there is a Supervisor dropdown menu and a section for Name and Number. Four taskflow buttons are at the bottom: Salary, Entries, Pay Method, and Others... An arrow points to the Position field in the screenshot.</p>

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Updating LN Records, Continued

Viewing Assignment Information (continued)

Step	Action
2	<p>Click <Entries>. The Element Entries Window displays. It contains pay-related information for the current pay period. Use DateTrack if you need to view past data. You can update some of the information or add an element, if RPA/NPA is not required.</p> 
3	<p>In the Element Name, use the <i>Current Record Indicator</i> to select the element to view, i.e., LN Within Grade Increase. Click <Entry Values>. The Entry Values Window displays:</p> 

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Updating LN Records, Continued

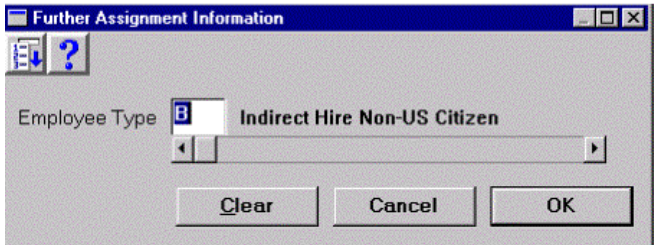
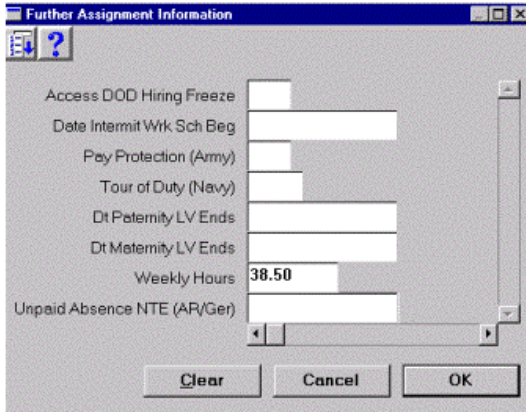
Viewing Assignment Information (continued)

Step	Action
4	Save and close the window. Click <Assignment> to return to the Assignment Window .
5	On the Assignment Window , click <Others>. The Navigation Options Window displays with a list of options. <div data-bbox="633 657 1234 1010" data-label="Image"> </div>
6	Click Extra Information . The Extra Assignment Information Window displays. <div data-bbox="535 1144 1299 1623" data-label="Image"> </div>

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Updating LN Records, Continued

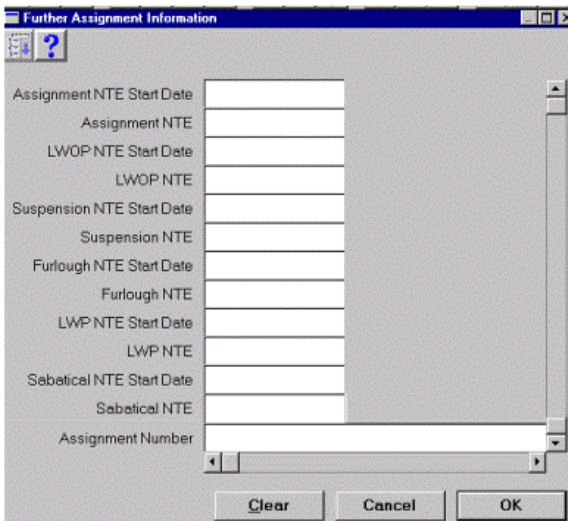
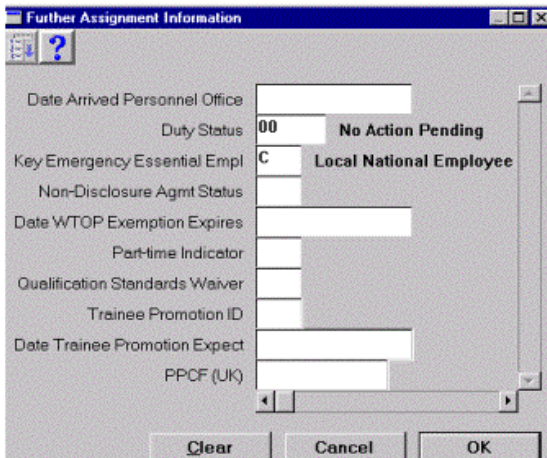
Viewing Assignment Information (continued)

Step	Action
7	<p>Place the <i>Current Record Indicator</i> on the <i>Type</i> needed and click the Details field. Repeat this step for each <i>Type</i> to be viewed.</p> <p>Examples:</p> <p>File Flag ID:</p>  <p>LN Additional Assignment Information:</p> 

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Updating LN Records, Continued

Viewing Assignment Information (continued)

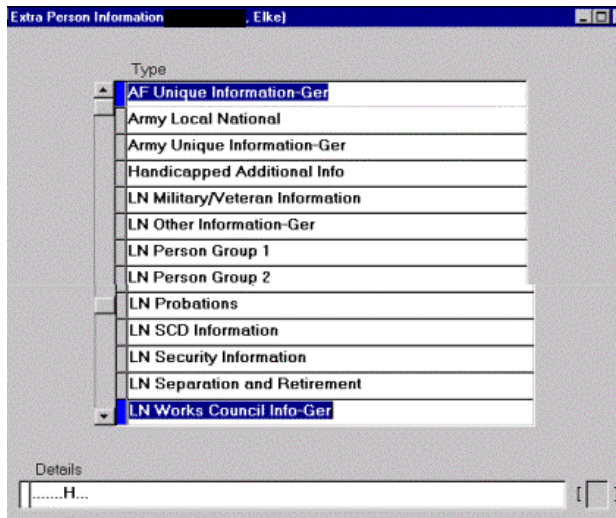
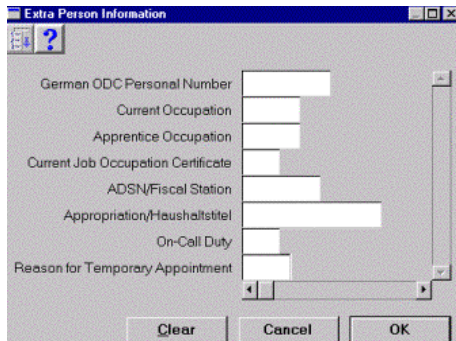
Step	Action
7 (Cont)	<p>LN Assignment NTE Dates:</p>  <p>The screenshot shows a window titled 'Further Assignment Information' with a list of fields for NTE dates: Assignment NTE Start Date, Assignment NTE, LWOP NTE Start Date, LWOP NTE, Suspension NTE Start Date, Suspension NTE, Furlough NTE Start Date, Furlough NTE, LWP NTE Start Date, LWP NTE, Sabbatical NTE Start Date, Sabbatical NTE, and Assignment Number. Each field has a corresponding input box. At the bottom are 'Clear', 'Cancel', and 'OK' buttons.</p> <p>LN Assignment Non SF52:</p>  <p>The screenshot shows a window titled 'Further Assignment Information' with fields for: Date Arrived Personnel Office, Duty Status (00), Key Emergency Essential Empl (C), Non-Disclosure Agmt Status, Date WTOP Exemption Expires, Part-time Indicator, Qualification Standards Waiver, Trainee Promotion ID, Date Trainee Promotion Expect, and PPCF (UK). To the right of the Duty Status and Key Emergency Essential Empl fields are labels: 'No Action Pending' and 'Local National Employee'. At the bottom are 'Clear', 'Cancel', and 'OK' buttons.</p>
8	<p>Save after inputting data in each of the data fields. Click <OK> and return to the Assignment Window. Close the Windows and return to the People Window.</p>

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Updating LN Records, Continued

Updating Extra Person Information

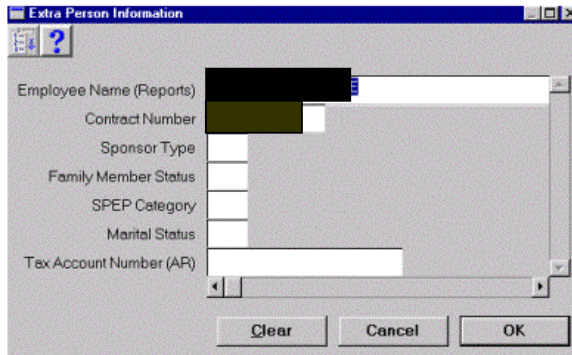
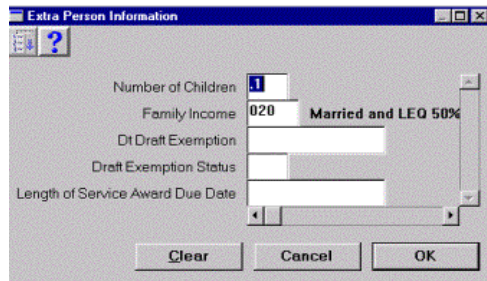
Extra Person Information stores information that occurs one time in an employee's record. If it is updated, the new information replaces the old values. Use the following steps to access the different *Types*.

Step	Action
1	<p>On the People Window, click <Extra Information>. The Extra Person Information Window displays.</p> 
2	<p>Place the <i>Current Record Indicator</i> next to the <i>Type</i> to be viewed or updated; e.g., AF Unique Information – Ger.</p>
3	<p>Click the Details data field. The DDF displays.</p> 

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Updating LN Records, Continued

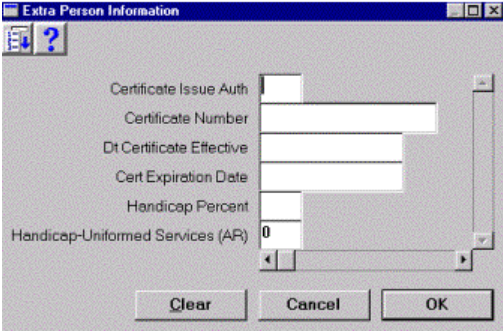
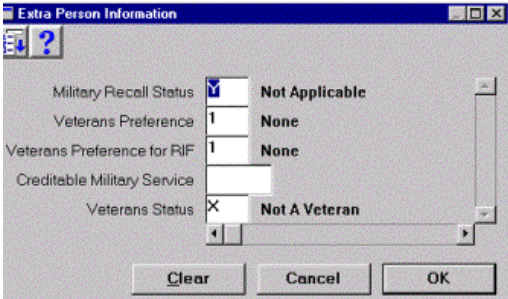
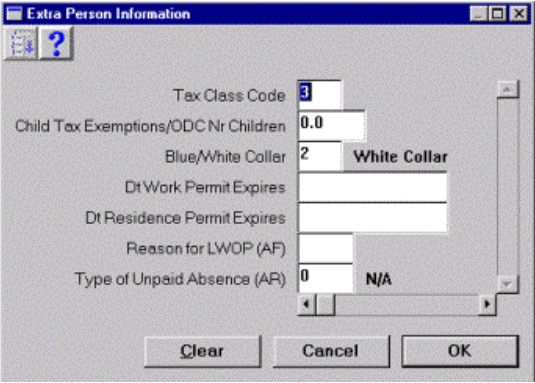
Updating Extra Person Information (continued)

Step	Action
4	View or enter any required data. Click <OK>. The Extra Person Information Type Window displays.
5	<p>Repeat Steps 2 and 3 for each required <i>Type</i> and DDFs. These are the remaining <i>Types</i> for a German LN Employee.</p> <p>Army Local National:</p>  <p>Army Unique Information – Ger:</p> 

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Updating LN Records, Continued

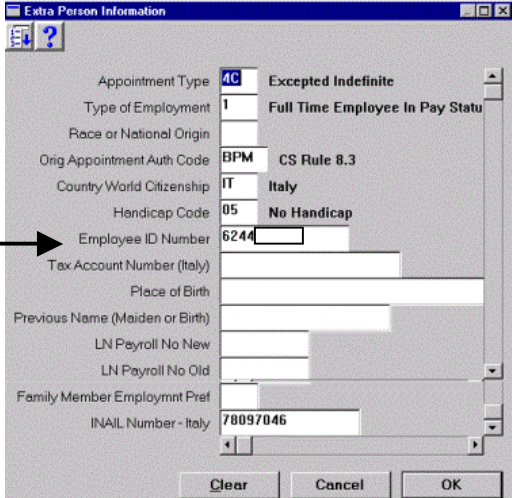
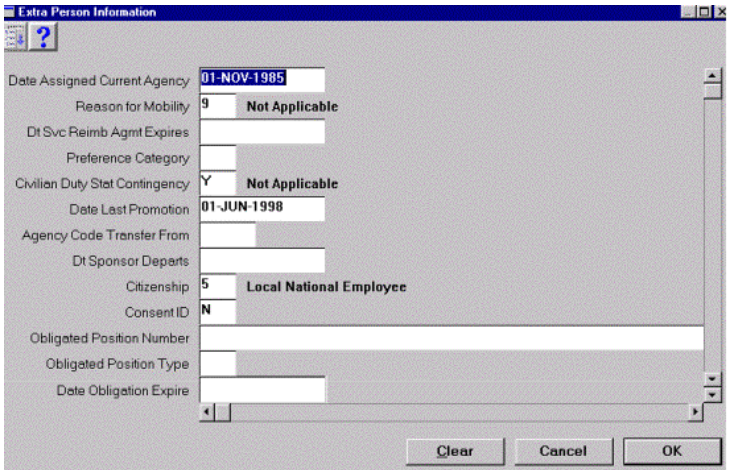
Updating Extra Person Information (continued)

Step	Action
5 (Cont)	<p data-bbox="548 470 959 506">Handicapped Additional Info:</p>  <p data-bbox="548 898 1016 934">LN Military/Veteran Information:</p>  <p data-bbox="548 1318 951 1354">LN Other Information – Ger:</p> 

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Updating LN Records, Continued

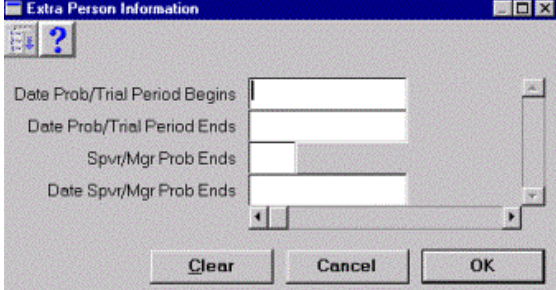
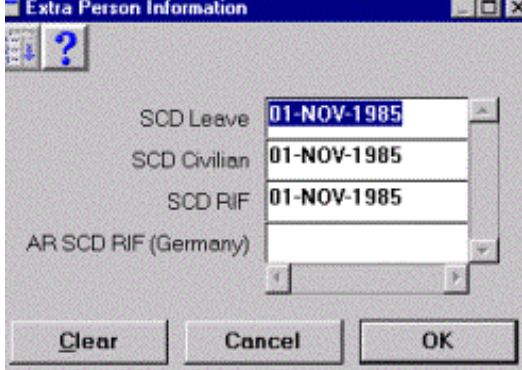
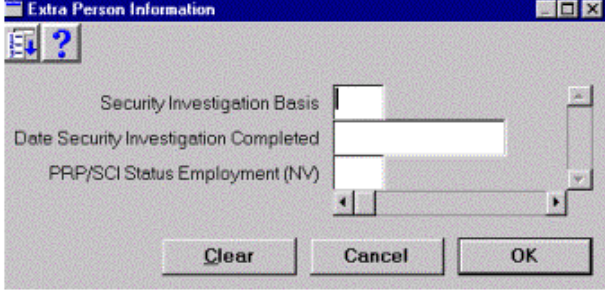
Updating Extra Person Information (continued)

Step	Action
5 (Cont)	<p>LN Person Group 1:</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> LN Employee SSAN </div> <div style="flex-grow: 1;">  </div> </div> <p>LN Person Group 2:</p> 

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Updating LN Records, Continued

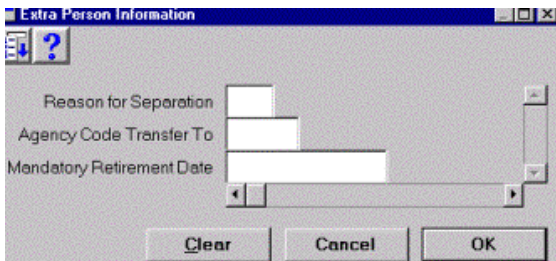
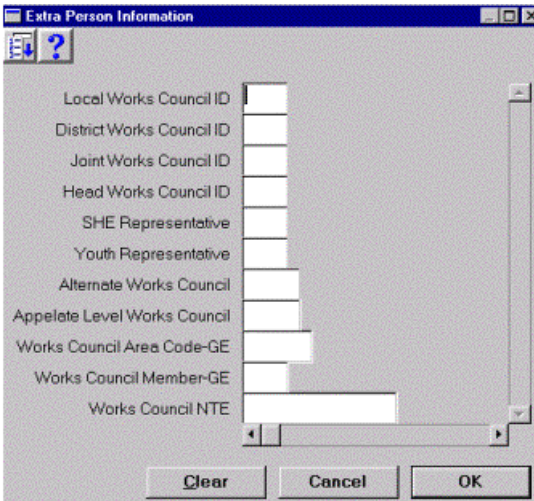
Updating Extra Person Information (continued)

Step	Action
5 (Cont)	<p data-bbox="548 476 760 506">LN Probations:</p>  <p data-bbox="548 856 846 886">LN SCD Information:</p>  <p data-bbox="548 1346 899 1375">LN Security Information:</p> 

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Updating LN Records, Continued

Updating Extra Person Information (continued)

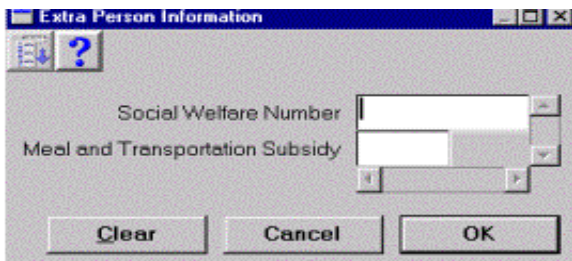
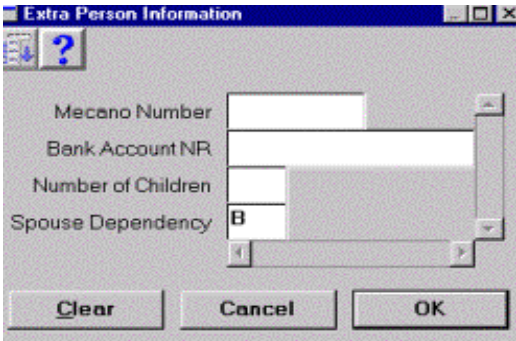
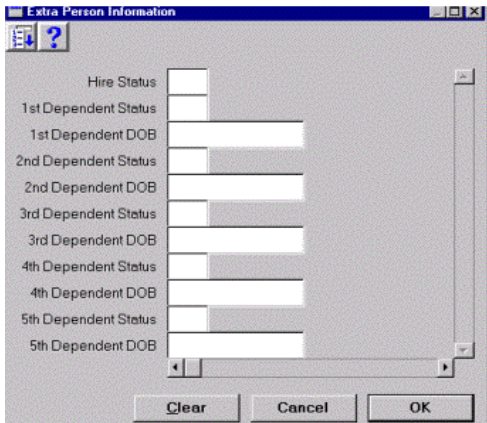
Step	Action
5 (Cont)	<p>LN Separation and Retirement:</p>  <p>LN Works Council Info – Ger:</p> 
6	Upon completion, exit the Extra Person Information Window and return to the People Window.

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Updating LN Records, Continued

Unique DDFs for Specified Countries

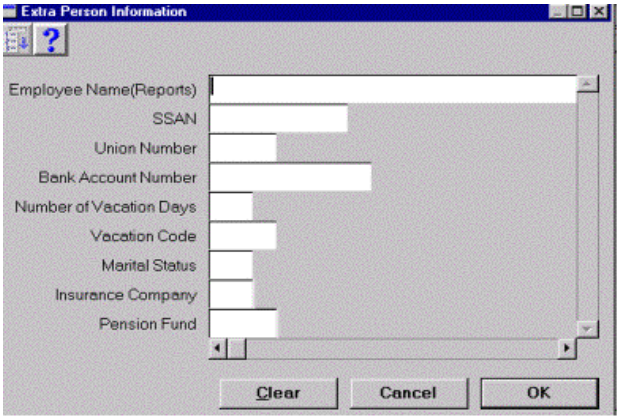
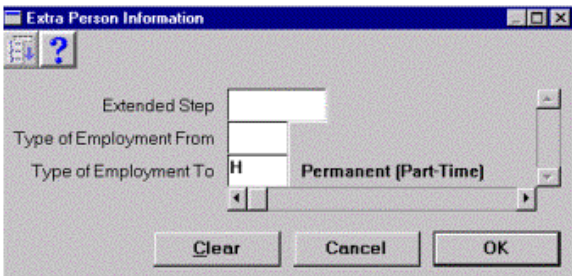
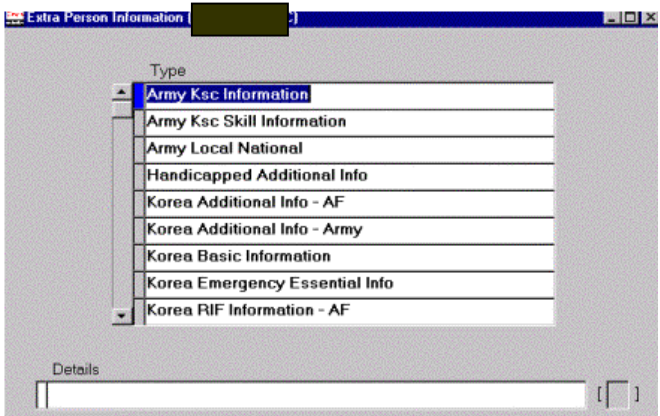
The following is a list of unique **Extra Person Information** DDFs by specified countries.

Country	Unique Extra Person Information DDFs
Azores	<p>Azores Unique Info:</p> 
Belgium	<p>Belgium Unique Info:</p> 
Cuba	<p>Cuba Unique Info:</p> 

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Updating LN Records, Continued

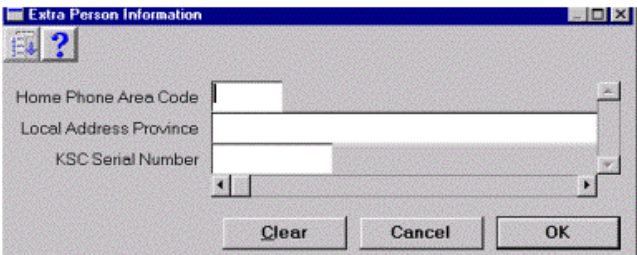
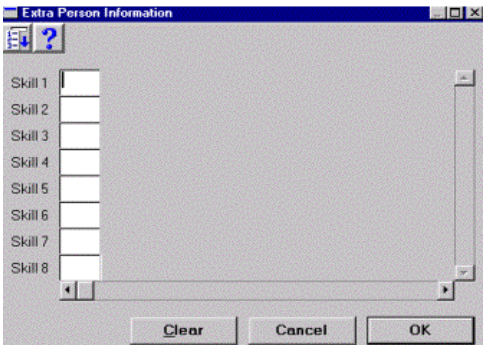
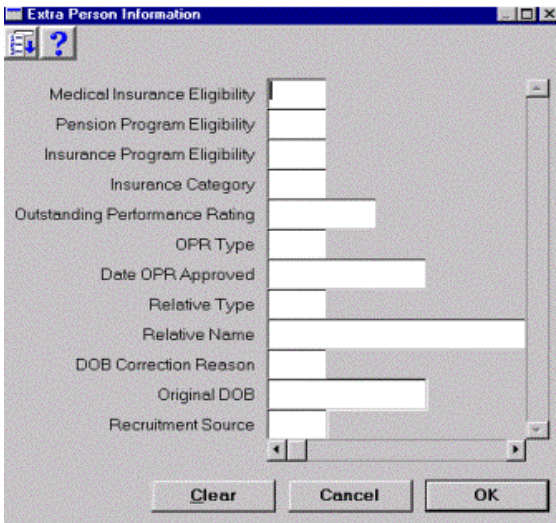
Unique DDFs for Specified Countries (continued)

Country	Unique Extra Person Information DDFs
Iceland	<p>Iceland Unique Info:</p> 
Japan	<p>Japan Unique Info:</p> 
Korea	<p>Menu:</p> 

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Updating LN Records, Continued

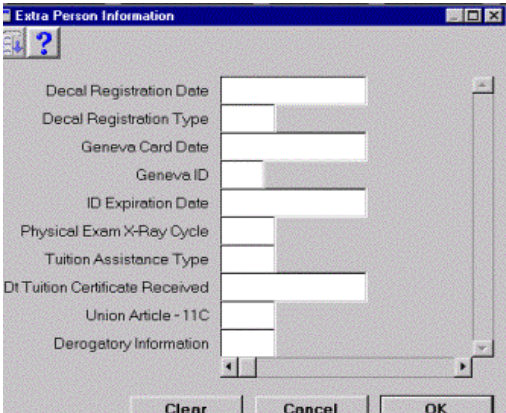
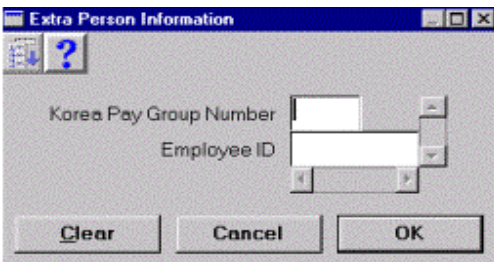
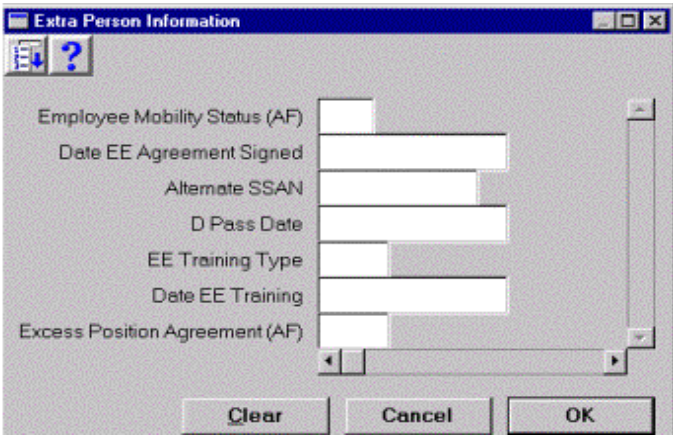
Unique DDFs for Specified Countries (continued)

Country	Unique Extra Person Information DDFs
Korea (Cont)	Army KSC Info: 
	Army KSC Skill Info: 
	Additional Info – AF: 

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Updating LN Records, Continued

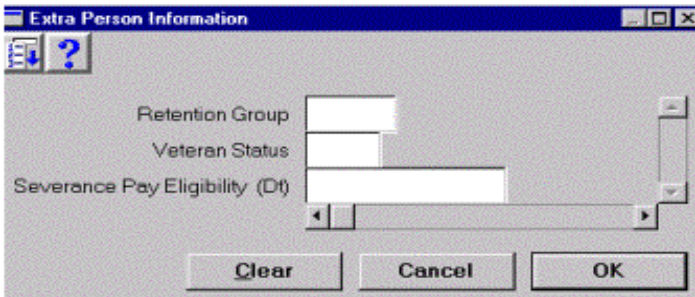
Unique DDFs for Specified Countries (continued)

Country	Unique Extra Person Information DDFs
Korea (Cont)	Korea Additional Info – Army: 
	Korea Basic Info: 
	Korea Emergency Essential Info: 

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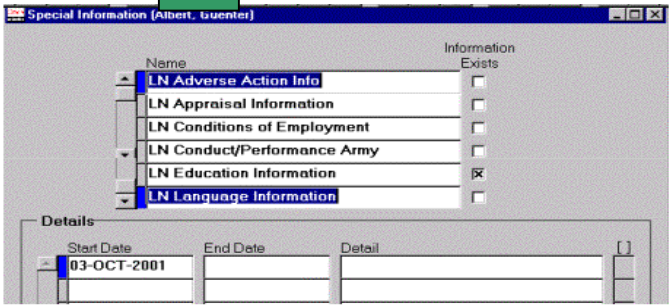

Updating LN Records, Continued

Unique DDFs for Specified Countries (continued)

Country	Unique Extra Person Information DDFs
Korea (Cont)	<p>Korea RIF Info – AF:</p> 

Updating Special Information

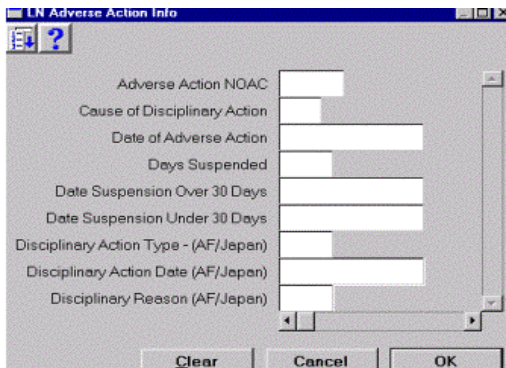
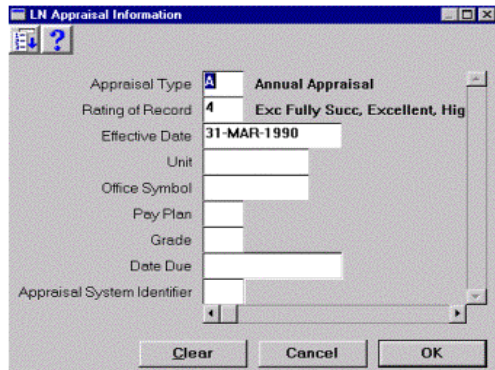
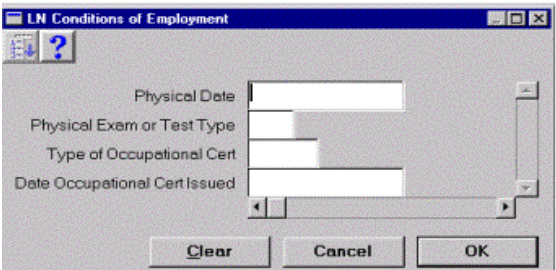
The **Special Information** (SIT) Taskflow Button stores multi-occurrence information; e.g., appraisals, training, etc. The following steps are used to access the SIT:

Step	Action
1	On the People Window, click < Special Info >. The Special Information Window displays with the employee's name.
2	<p>Query for the LN SITs. Click F7 to clear the Name data field enter %LN% and F8 or on the Toolbar click Query → Enter → %LN% and Query → Run. The LN Special Information Types display.</p>  <p> Note: There are other SITs such as Completed Training and Required Training that will not start with “LN” that may be necessary to use.</p>

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Updating LN Records, Continued

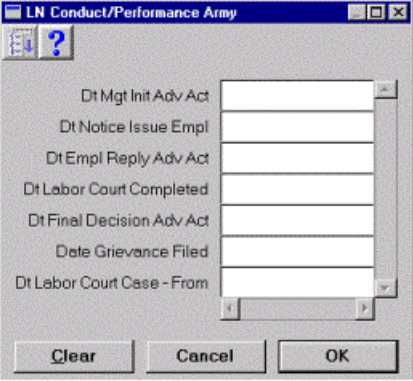
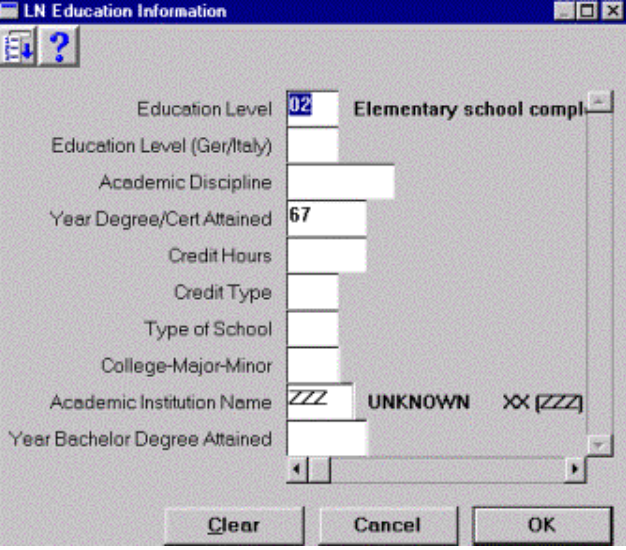
Updating Special Information (continued)

Step	Action
3	<p>Click the <i>Current Record Indicator</i> by the Name of the SIT and click in the Detail data field. Examples:</p> <p>LN Adverse Action Info:</p>  <p>LN Appraisal Information:</p>  <p>LN Conditions of Employment:</p> 

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Updating LN Records, Continued

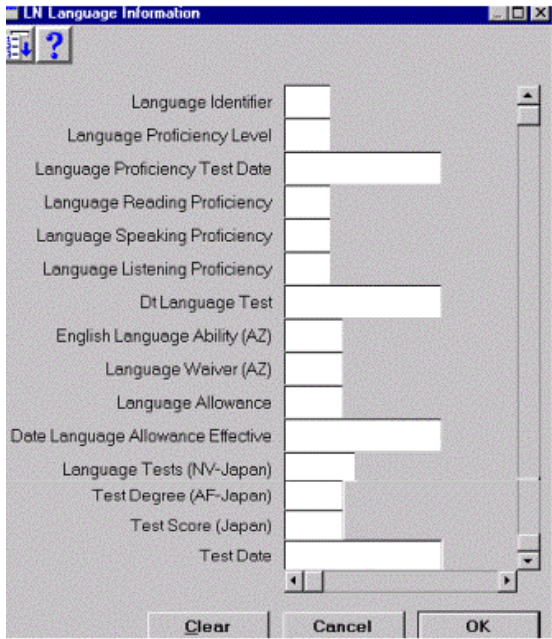
Updating Special Information (continued)

Step	Action
3 (Cont)	<p data-bbox="548 476 1003 506">LN Conduct/Performance Army:</p>  <p data-bbox="548 968 927 997">LN Education Information:</p> 

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Updating LN Records, Continued

Updating Special Information (continued)

Step	Action
3 (Cont)	LN Language Information: 
4	Upon completion, exit the Special Information Window and return to the People Window. Save your work.

Updating Others

The <**O**thers> Taskflow Button is used only to accept applicants. See this module, Chapter 2, Building Local National Applicants, section, “Accepting an LN Applicant.”